



City of Gustavus, Alaska

PO Box 1

Gustavus, Alaska 99826

Phone: 907.697.2451

Fax: 907.697.2136

NOTICE OF INTEREST LIBRARY CUSTODIAN SERVICES

The City of Gustavus is seeking interested persons to perform custodial services for the Gustavus Public Library. The scope of work for the services is provided below.

While the library building remains closed to the public (cleaning up to 3 hours per week):

- Clean the bathroom once weekly.
- Sanitize all surfaces once weekly, outdoor and indoor.
- Vacuum as needed.
- Empty trash and recycling, sort recyclables, break down cardboard boxes, and clean out trash/recycle bins as needed.
- Bring trash and recycling to DRC once weekly or as needed using your own transportation.
- Other periodic cleaning and maintenance tasks, which may include grounds maintenance, dusting, and window washing.

Once the library building re-opens to the public (cleaning 3 hours per week, plus additional COVID prevention hours until 12/30/20 as allotted through the CARES Act Funding):

- Clean the bathroom twice weekly.
- Sanitize all surfaces, indoor and outdoor, including tables, furniture, keyboards, mice, computer screens, door handles, and light switches twice weekly.
- Vacuum twice weekly, or as needed.
- Empty and sort trash and recyclables once weekly, or as needed.
- Bring trash and recycling to DRC once weekly or as needed using your own transportation.
- Other periodic cleaning and maintenance tasks, which may include grounds maintenance, dusting, and window washing.
- Multiple deep cleanings of the library and City Hall, including scrubbing bookshelves, steaming the carpet, cleaning furniture, and cleaning walls and windows (these additional hours to be funded through CARES Act Funding).

The services will be contracted for the period September 21, 2020 until June 30, 2021 in the amount equal to \$20/hr x 3hrs/wk x 41wks plus any hours funded through the CARES Act. Cleaning will be performed during hours when the library is not open. A City of Gustavus business license is required, and the contractor will receive a 1099-MISC to include with their federal income tax return.

Contractor is responsible for obtaining all insurance coverages including General Liability, Professional Liability, and workers' compensation if necessary. If unable, the contractor may provide a detailed explanation requesting a waiver from this requirement.

Interested persons are encouraged to submit a letter of interest listing qualifications to City Hall no later than 4p.m., September 14, 2020.